

~~ATTACHMENT~~

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SAN FRANCISCO SHERIFF'S DEPARTMENT

WOMEN'S CENTER

FOR WORK & EDUCATION FURLOUGH

850 BRYANT ST.

SAN FRANCISCO, CALIFORNIA 94103

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AGREEMENT WITH FURLOUGH PROGRAM

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When assigned to the Women's Center for Work or Education Furlough I understand that I am in the custody and control of the Sheriff, and am subject to rules of the Sheriff as well as the Furlough Program, and will comply with any instructions issued by the Women Center's staff.

I, _____, as a participant on the Work and Education Furlough Program, operating under Section 1208 of the Penal Code, hereby agree to be governed by the following rules and regulations. I further agree that failure to obey these rules will result in my being removed from the Center, and may result in further disciplinary action.

1. I will go to and return directly from my place of employment or education. Release from custody is granted on a day-to-day basis to allow me to go to work or school, or seek a place of employment or education/ vocational training. Any other use of release time is in violation of this agreement.
2. If for any reason I am delayed and cannot return to the Center, I will notify the Furlough Officer on duty AT ONCE, and await instructions. If for any reason I am dismissed from work or school early, am fired or discharged on any day, I must return immediately to the Work Furlough Center.
3. During my actual working or school hours, I am subject to being visited on my location or telephoned by a Work Furlough Officer. I am to be at my job or school, unless otherwise approved by a Work Furlough Officer.
4. I am not allowed to purchase, take, accept, or use alcoholic beverages, or drugs of any kind. It is a felony to smuggle, or attempt to smuggle, any drugs, alcohol, paraphernalia, or weapons into the premises. The laws prohibiting use or possession of alcohol, drugs, paraphernalia, or weapons in a penal institution applies equally to persons on conditional release under the Work Furlough Program.

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5. I am to remain in custody on holidays and on all days when I am not scheduled to work or attend school, unless otherwise authorized, by the Furlough Administration.
6. I will notify the Furlough Administration of any changes in my release schedule and obtain approval in advance to work overtime, extra work days, or regularly scheduled shifts which may fall on a holiday.
7. I am subject to chemical and physiological tests for determination of alcohol, drug and narcotic usage at any time deemed necessary by the Work/Education Furlough Administration.
8. I, upon my return from work/school, may be required to undergo a search of my person or personal effects. My vehicle or any area used or under my control may be inspected if deemed necessary.
9. I will not make any home visits unless so authorized by the Work Furlough Administration.
10. I will not operate a motor vehicle unless so authorized by the Work Furlough Administration.
11. I am not to arrange visits with persons not normally contacted in my line of work while away from the facility--- without prior permission from a Work Furlough Officer.
12. I will keep my Work Furlough identification card with me at all times to indicate my permission to be absent from custody, and agree to surrender said card upon my release.
13. I understand and agree that I will periodically be expected to participate in work details at the Center. I understand that failure to do so will constitute insubordination.
14. I agree that the Center personnel will in no way be responsible for the loss of any of my personal effects.

I have read these conditions (or have had them read to me), and understand what is required of me for successful performance of Work/Education Release. I hereby agree to abide by these conditions. Failure to abide by these rules may result in my loss of "good time" (accrued at five days per month) and/or removal from the Center.

WORK/EDUCATION RELEASE OFFICER

SIGNATURE OF FURLOUGHEE

DATE

DATE

WOMEN'S CENTER FOR WORK
AND EDUCATION FURLOUGH

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Rules of Conduct

The Rules of Conduct are a means of informing each furlougee of the behavior expected of an individual who participates in the San Francisco Sheriff's Department Women's Center for Work and Education Furlough. All rules contained in the Work/Education Furlough Agreement, as well as law violations, are Major Rules. Violation of a major rule could result in exclusion from the Furlough Program, if the violation is found to be proven by the Exclusionary Review Board..

All violations of the Rules of Conduct, unless otherwise indicated are treated as Minor Violations, which may result in the loss of privileges or require performing additional work assignments. However, repeated minor violations may be treated as a major violation.

I. General

At all times a furlougee should maintain a courteous and cooperative attitude toward the staff. The reason for this is apparent.

Loud and boisterous activity certainly can not be permitted due to the disruptive effect.

II. Hygiene and Appearance

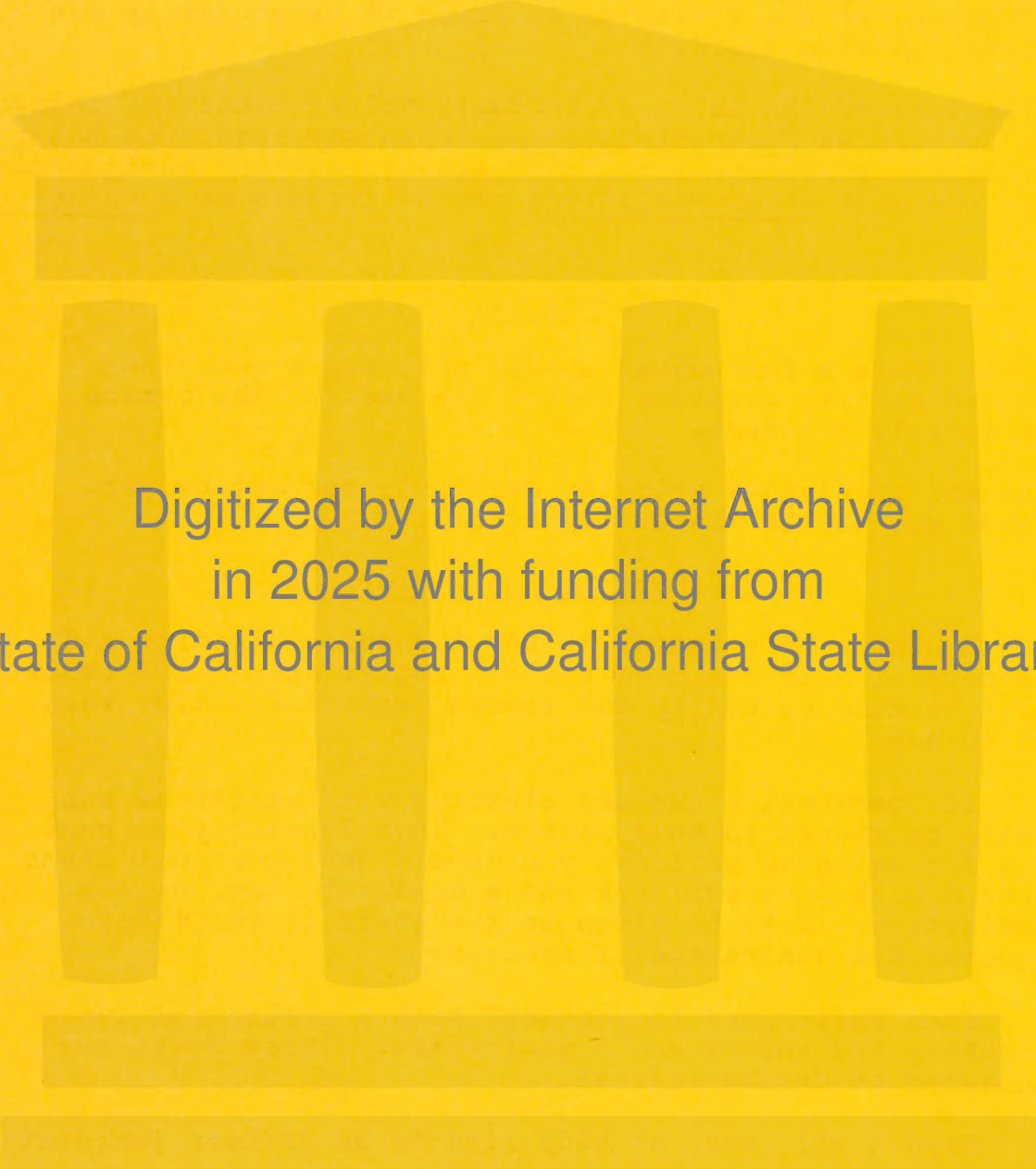
1. You will be responsible for the daily cleaning and neatness of your assigned bed and locker area. All bunks shall be made up neatly and remain free of articles when not in use.

2. All personal items and clothing will either be hung neatly or stored in your locker. When leaving your bunk area for extended periods, you should have personal items secured with your own lock and a duplicate key, or the combination, is to be given to the staff to facilitate searches for contraband if necessary.

3. Each furlougee is provided with a pillow and two blankets, two sheets and a pillowcase. These items are laundered at County expense.

4. Report all cases of body lice to an officer immediately.

5. While outside the sleeping (dormitory) area, a furlougee will be expected to be fully clothed.



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III. Medical

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Should a furlougee have a pressing medical or dental problem, the matter should be discussed with the Work/Education Furlough Staff. If treatment is required, the furlougee will be given a pass to proceed directly to the San Francisco General Hospital or a private physician/dentist if the furlougee has health insurance. If the furlougee is away from the facility and requires medical attention, the furlougee is to contact the facility by telephone, discuss the situation with a Staff member, then follow the procedure previously discussed. Upon returning to the facility the furlougee is to present a statement by the physician/dentist, indicating the time of arrival for treatment, medication prescribed and time of departure.

All medication, unless otherwise authorized, is to be stored in the assigned area. Failure to follow this procedure constitutes a Major Violation.

IV. Recreation Room Area

The Recreation Room is for the convenience of all furlougees, and each furlougee will be expected to maintain the area in a neat, orderly manner.

The Recreation Room of the facility is used as a Visitor's Room on visiting. Generally the room is used for recreational purposes. A television is provided, as well as a ping pong table. These facilities may be used any time until 11:00 pm.

Abuse of regulations as to use of this equipment may result in a Furlough Officer prohibiting furlougees from further participation.

V. Bedtime

Everyone must clear the Recreation Room at 11:00 p.m. in order to allow the Clean-Up detail to sweep the facility by 11:15. Lights, T.V.'s, etc., must be off by 11:15 p.m.

VI. Telephone

If you are using a telephone and another furlougee is waiting to use the telephone, there is a 10 minute limit on your call. Abuse of the ten minute limit will result in the loss of your telephone privilege for the remainder of the day.

VII. Dormitory

It is the responsibility of the residents to keep the dormitory area clean and sanitary at all times. Clothes and personal items must be properly placed and beds made. At no time is food to be taken into the dormitory area due to health problems specifically cockroaches, rodents etc.

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VIII. Vending Machines

Vending machines are provided for the convenience of all furloughees. If a machine malfunctions or fails to return proper change, the situation should be called to the attention of a staff member.

VIX. Off Limits Area

The administrative offices are off limits. Entry may only be authorized by a staff member.

X. Special Details

On occasion a furloughee will be required to perform a detail in addition to her regularly assigned detail.

XI. Passes

The Work/Education Furlough Administration usually limits the granting of passes for the following reasons: employment interviews, medical/dental appointments, and family emergencies. The request for a pass with any other justification will be determined on an individual basis by the Furlough staff.

XII. Furloughee Visiting Rules

1. Visiting at the Center will be on Saturdays between 9-12 a.m. and on Wednesdays, between 7-10 p.m.
2. The number of visitors during general visiting is not limited at this time. At such time as the number of visitors becomes^{so} great that they can not be accomodated, necessary limitations will be imposed.
3. Visitors who are juveniles must be accompanied by an adult.
4. Visitors may leave clothing and personal supplies for the furloughees with the deputy on duty during regular visiting hours.
5. Adult visitors will be required to have the duty officer sign them in on the Visitor's Register and must present, if requested by the duty officer, adequate proof of identity.

XIII. Furloughee's Advisory Council

The representatives on the Furloughee's Advisory Council are furloughees, who are elected by the Furlough population. The Council represents the general interests of all furloughees in the program. The Council meets on a regular basis with the Furlough Administration and presents problems and suggestions pertinent to the program. If you have a problem or suggestion, present the information to a Council member so the matter may be discussed at the next regular meeting.

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